



## Department of Transformation and Shared Services Office of Personnel Management

**Policy Title:** Job Audits

**Policy Number:** 40

**Authority:** A.C.A. § 21-5-207

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A job audit is a process used to determine whether a position is properly classified. A job audit can either be initiated by the Office of Personnel Management (OPM) or requested by a department. To request an audit, a department must submit their concerns about the misclassification of the position to OPM.

Job audits are conducted for a variety of reasons including:

1. To properly classify a position a department believes is incorrectly classified.
2. Through budget requests for a change of position classification, new classifications, and new positions.
3. To gather information concerning a classification, either to revise an existing class specification, to develop new classifications, or to consolidate classifications.
4. To confirm through random audits that employees in departments are properly classified.
5. To assist departments in properly classifying positions that have changed due to organizational changes, new technology, new programs, or other reasons.
6. To study whether a salary grid or Labor Market Rate is needed.
7. For research as part of a pay plan study.

Positions that OPM identifies as misclassified will be reported to the department along with recommendations to correct the misclassification. If a department disagrees with OPM's recommendation, the department may submit the specific reasons with supporting documentation to OPM for a final review.